



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

UNCLAIMED PROPERTY BRANCH MANAGER

Job Number: 20001648

Job Code: 91240V000101

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 11/16/1994

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under administrative direction, manages the State Treasury's Unclaimed Property Program. Oversees the work of investigative and audit staff; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in business administration, accounting, finance or a related field.

EXPERIENCE:

Must have four years of accounting, auditing, investigative or management experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in business administration, accounting, auditing, financial investigations or a related field will substitute for the required education on a year-for-year basis. Certification as a Certified Public Accountant will substitute for the required education and three years of the required experience.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Administers the State Treasury's Unclaimed Property Program. Responsible for the implementation and establishment of operational procedures and budget control. Administers daily activities of the office, investigates and audits staff. Meets with civic groups, holder companies, public officials and the general public to explain unclaimed property law, regulations and program. Interprets and enforces departmental policies, regulations and law. Attends and conducts public meetings, workshops, seminars and training sessions regarding unclaimed property law. Works closely with administrative staff, public and holders of unclaimed property in coordinating compliance of unclaimed property law. Prepares or supervises the preparation and/or review of all reports. Implements corrective action on problems within program.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform work in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.